

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

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LAW CLERK
Nevada Supreme Court
Carson City
Position # SC1

The Justices of the Nevada Supreme Court are now accepting applications for law clerkships that will begin in the Summer/Fall of 2017. Law clerks work for individual Justices and assist them with processing appeals and writ petitions. Law clerks conduct a broad range of duties, including legal research, preparing bench memos, drafting orders and opinions, proofreading and editing the other work produced in chambers. A clerkship will be for either a one-year or two-year term depending on individual Justice preference. Most positions are located in Carson City, Nevada, with some positions located in Las Vegas, Nevada.

Education and Experience: Applicants must have graduated from an ABA accredited law school, preferably in the top 20%. Law review or other journal experience is desirable. Law clerks must possess exceptional legal research and writing abilities, must be flexible, and must be motivated to work independently to produce high quality work in a fast-paced appellate environment.

Annual Salary: \$64,064 employee/employer paid retirement, approximate.

Application Process: In order for you to be considered for a Law Clerk position, you must complete a Supreme Court of Nevada Employment Application, a cover letter, a resume, and submit along with two short unedited writing samples, a law school transcript, and at least three references. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials.

Applications are available on the Nevada Supreme Court, Administrative Office's Employment page:

http://nvcourts.gov/AOC/Administration/Human_Resources/Employment/

You may complete the application online and then print and mail or delivered to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: lawclerkssupremecourt2017@nvcourts.nv.gov
- via fax to: (775) 684-1777

Supreme Court Building ♦ 201 South Carson Street, Suite 250 ♦ Carson City, Nevada 89701 ♦ (775) 684-1700 • Fax (775) 684-1723

Regional Justice Center ♦ 200 Lewis Avenue, 17th floor ♦ Las Vegas, Nevada 89101

The final date to submit applications is October 31, 2016.

The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.